

Sample of the Oral Presentation Evaluation Form

(For mentor teacher and student audience)

Group No.: _____

Date: _____

Please tick "✓". 4 = *very good* 3 = *good* 2 = *fair* 1 = *unsatisfactory* 0 = *poor*

Item		4	3	2	1	0
Effective use of visual aids	Clear and interesting?					
Interaction with audience	Enough eye contact?					
Signalling	Clear beginning and ending?					
Clarity of voice and pronunciation	Clear and loud? Correct pronunciation? Good use of vocabulary?					
Preparation	Well prepare?					
Information	Creative? Any interesting ideas?					
Organization and structuring of presentation	Well organized?					
Subtotal						
Total						

Any other comment?

Sample of the Product Evaluation Form
(For Mentor Teacher Only)

Group No.: _____

Project Title: _____

Item	Score					Levels of Achievement	
	High			Low		Highest Level 4	Lowest Level 0
Comprehension	4	3	2	1	0	Capable to explain and give relevant information. Able to distinguish and convert essential information for completing the project.	Unable to select the relevant and essential information to complete the project. Many factual errors are detected.
Mastery of content	4	3	2	1	0	Topic was dealt with in enough depth, i.e. points clearly made, enough examples given and shows a good understanding of concepts, facts and terms	A very superficial project with no knowledge of the subject under study, i.e. concepts, facts and terms.
Originality and Creativity	4	3	2	1	0	Display originality and creativity of idea; a unique approach that truly enhanced the project	Unable to develop ideas in interesting ways. Show unwillingness to learn and overcome difficulties.
Accuracy	4	3	2	1	0	Provide accurate and updated information; all facts were precise and explicit.	Provide completely inaccurate and outdated information; the facts in this project are misleading to the audience.
Organization	4	3	2	1	0	Relevant and essential information present in logical and interesting sequence. Remarkable ability in drawing conclusions.	Incorporate irrelevant information into the content; make no attempt to organize the scattered and fragmented information.
Critical Thinking	4	3	2	1	0	Lively discussion of alternatives. Consider several alternatives. Conclusion goes beyond documents and adds	Do not consider alternatives. Consider only one aspect of issue. Conclusion relies on own opinions only.

						several ideas.	
Sub-total							
Total							

Comment:

Sample of the Process Evaluation Form
(For mentor' s evaluation of students' performance)

Notes: Process is to be evaluated on more than one occasion for more reliability.
 Refer to the notes on the back for detailed level of achievements.

Group No.: _____

Date: _____

<i>Item</i>	Score by student				
	0 = very poor, 1 = poor, 2 = fair, 3 = good, 4 = very good				
<i>Write down the name of student</i>					
Focus of Project					
Identification of problems and problem solving strategies					
Commitment of time and effort					
Accessing, searching and evaluation of information					
Development of ideas through logic					
Collaboration					
Time management					
Critical thinking					
<u>Total</u>					

Comments:

Explanatory Notes on Level of Achievement

<i>Item</i>	Levels of Achievement	
	0 = Lowest Level	4 = Highest Level
Focus of Project	Little understanding of goals and the task assigned.	Clear understanding of scope and the tasks assigned.
Identification of problems and problem solving strategies	Undertake only a few approaches to the task.	Engage in a number of approaches to the task.
Commitment of time and effort	Show unwillingness to be involved in the task. Do not revise process or product for improvement.	Show willingness to be involved in the task. Continually revises and polishes the process or product.
Accessing, searching and evaluation of information	Rarely search information. Use single source of resource. Unable to evaluate the validity and importance of information.	Make an enormous effort to explore different types of relevant resource. Continually search information. Can evaluate the validity and importance of information.
Development of ideas through logic	Discussion entirely not centered on topic. Unable to make use of the learned information in relevant situations.	Discussion centers on the topic. Ability to use learned information in relevant situations.
Collaboration	Dominating in group discussion. Seldom express ideas. Enthusiasm in group interaction is missing. Insensitive to others' feeling and abilities. Shows disruptive behavior.	Democratic in group discussions. Express ideas actively. Enthusiasm in group interaction is noted. Actively help each other to accomplish the project, solve problems.
Time management	Do not complete the project task on time.	Complete the project task on time.
Critical thinking	Do not consider alternatives. Consider only one aspect of issue. Relies on own opinions only.	Lively discussion of alternatives. Consider several aspects of the issue. Go beyond documents and adds several ideas.

Sample of the Student End of Project Self-Evaluation Form

Group No.: _____ Class: _____ Name of Student: _____ ()

Comment on the following statements that may help you to think and organize what you have learnt while doing and after completing the project.
(Please check the appropriate box for each statement.)

Items	Strongly disagree	Disagree	Uncertain	Agree	Strongly agree
Subject matter					
I am more interested in the subjects related to the project.					
Working in a group					
I cooperate well with my group members.					
Conducting an investigation					
I can evaluate the relevance and importance of information.					
Presentation					
I can present information in a logical way.					
I am more confident in oral presentation in class.					
I can communicate my ideas effectively in writing.					
Others (hands-on experience, character/personal development)					
I can finish requested task on time.					
I have improved in time management.					
I can exercise my strengths adequately.					
I have greater initiatives in self-learning.					
I have become more creative.					
I want to investigate more about the daily life.					
I gain satisfaction from the involvement in the project.					
Overall, I am satisfied with my group project.					

What have you learnt from the project?

Identify two or three things that you consistently did well in the project.

What are the difficulties encountered in doing the project? How are they overcome?

What are the things that you still do not understand and feel difficult to do?

What could be improved if a similar project were to be organized in the future?

Other comments:

Sample of the Peer Evaluation Form

Group No.: _____ Name: _____ () Date: _____

1. Explanatory Notes on Criteria of Evaluation

	SCORES			
	0	1	2	3
Gather Information	Does not collect any information on the topic	Collects very little information on the topic	Collects some basic information on the topic	Collects a great deal of information on the topic
Participate in discussion	Does not take part in discussion to accomplish task	Occasionally participate in discussion to accomplish task	Willing to participate in discussion to accomplish task	Enthusiastically participate in discussion to accomplish task
Be sensitive to others' feelings	Show no respect to others' feelings	Sometimes needs occasional reminder to be sensitive to others' feelings	Shows sensitivity to others' feelings and willing to listen to others' opinions	Very willing to listen and is sensitive to others' feelings and learning needs
Cooperate with team members	Always argues with team members and refuses to do any work	Takes up some tasks assigned when urged	Willing to take up most tasks assigned	Takes up any task assigned enthusiastically
Overall performance	Poor	Fair	Good	Excellent

2. Evaluation forms

	NAME OF OTHER GROUP MEMBERS			
	1.	2.	3.	4.
Gather Information				
Participate in discussion				
Be sensitive to others' feelings				

Cooperate with team members				
Overall performance				
Total Score				

Comments:
